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Chief, Administration and Logistics, *OPC*

11 June 1952

Finance Division

Field Finance Personnel

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1. During the past year a considerable number of Finance trained employees have been assigned to OSC and OPC field stations abroad. At some of the larger stations, notably [redacted] the foreign divisions concerned have looked to the Finance Division to obtain, train, and assign such employees, subject to approval by the foreign division. In such cases the field T/O has been made known to the Finance Division, which has permitted the necessary planning with respect to recruitment, training, assignment, home leave, reassignment, etc. This arrangement has produced results which we believe to be most satisfactory to the Finance Division and the foreign division.

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2. A problem still exists, and as we expand will probably become more acute, with respect to staffing of the smaller stations and non-[redacted] In many instances the Finance Division is not aware of the need for Finance trained employees, especially in connection with new undertakings until such need is urgent. Under these circumstances, it is not always possible to effect assignments in a timely and completely satisfactory manner. For example, the urgent need for a Finance trained employee in a non-official cover organization may result in assignment of an individual who has an undeniable record of service with CIA, which appears to be unwise from the standpoint of security. In other instances individuals have been assigned before completion of proper indoctrination and training, which tends to create problems for the future.

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3. We believe this situation can be remedied by advance notice to the Finance Division of the estimated number of Finance employees for which there will be a need in the foreseeable future. This information, could be obtained from existing and pending Tables of Organization. Accordingly, it is requested that we be advised of all field T/O positions requiring Finance trained employees. Upon receipt of this information, we will take action to obtain qualified individuals, effecting employment.

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[redacted]
In this connection, plans are now being made to obtain a pool of such employees who would be trained outside the Agency premises.

4. To avoid confusion and duplication of effort, we recommend that all field T/O positions requiring Finance trained employees be "earmarked" in the foreign branches and divisions for action by the Finance Division.

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This would not prevent or interfere with foreign branch or division interest or action in such cases, but would require coordination with the Finance Division when employment by the branch or division is contemplated, in order that the Finance Division will not duplicate such action. This procedure has proven satisfactory in an informal way with many of the foreign branches and divisions. Candidates for field Finance positions contacted by the foreign branch or division are frequently referred to the Finance Division for employment action against field T/O's.

5. If you approve the above, it is requested that an appropriate notice be issued by your office and that we be advised of the names of officials in the various operating units whom we may contact to make specific arrangements for implementation of this procedure.


Chief, Finance Division

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